

**TENNESSEE DEPARTMENT OF STATE  
TENNESSEE STATE LIBRARY AND ARCHIVES  
LIBRARY SERVICES AND TECHNOLOGY ACT  
FY 2006-07 DIRECT SERVICE GRANT PROPOSAL  
SERVICES FOR THE DISADVANTAGED**

Library \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Region \_\_\_\_\_

County(ies) or City(ies) to be Served \_\_\_\_\_

Federal ID Number 62-\_\_\_\_\_

Congressional District (s) to be Served \_\_\_\_\_ Amount Requested \_\_\_\_\_

Director/Project Administrator \_\_\_\_\_ Email \_\_\_\_\_

**POVERTY LEVEL FOR COUNTY(IES) TO BE SERVED.** Use the latest Poverty and Income Estimates that you have for your county. Please use numbers rather than percentages. Please site your source.

County or City Total Persons Living in Poverty	_____
County or City Median Household Income	_____

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**ASSURANCES**

This proposal will not be considered for funding unless the following items have been submitted:

The library has submitted signed, assurance/ compliance documents to the State Library and Archives, Planning and Development section?

Maintenance of Effort (2005-2006) (If a member of a region)	YES _____	NO _____
Library Service Agreement (2005-2006) (If a member of a region)	YES _____	NO _____
Title VI (Civil Rights Act of 1964 Compliance)	YES _____	NO _____
Children's Internet Protection Act Assurance	YES _____	NO _____

(Applicant must sign the CIPA form – See Appendix A)

### Project Management Information

Explain how the federal funds will be deposited, how expenditures will be handled and who will be responsible for providing an accounting of the money expended.

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Name and Title of Person Designated to Receive and Disburse Funds

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Agency Designated to Maintain Official Records

The requested information on the following pages will be taken into consideration during the review process and will carry a total of 130 possible points. The total points for each section are noted in each subdivision of the proposal.

## **PROJECT DESCRIPTION**

**NOTE: THIS PROPOSAL SHOULD BE COMPATIBLE WITH YOUR LIBRARY LONG-RANGE PLAN. YOU WILL BE ASKED TO PROVIDE REFERENCES TO CERTAIN SECTIONS OF YOUR LONG-RANGE PLAN AS YOU COMPLETE THIS PROPOSAL.**

### **SECTION I. PROJECT OVERVIEW (15 Points)**

The project overview describes the project and the results intended by the project. It is often easiest to complete this section **last**. This is a very important section of your proposal as it will provide the proposal reviewers with a narrative description of the project and an impression of the general value of the project.

The following must be included in your project overview:

- Project Summary and Purpose
- Input (What resources will you need to accomplish the outcomes?)
- Activities (How will you achieve your goals?)
- Outputs and Outcomes (How will you determine the success of your program?)

### **SECTION II. COMMUNITY NEED AND PROJECTED USERS (10 Points)**

The Community Need section describes why your community would benefit from this grant. Does your community have children living in poverty? Is unemployment high in your area?

- Who is the target population? Include statistics, demographics, characteristics and statements from community groups working with this problem.
- How does this project relate to the library's mission or long-range planning goals?
- How have you communicated with your community to determine the needs of this target population?
- Who will benefit from this project?
- Reasonably, how many of the target population does your project hope to reach?

### SECTION III. COMMUNITY COLLABORATION (10 Points)

Identify other agencies/ organizations with which the library will be working on this project. Describe the responsibilities agreed upon by these groups. Attach a letter of support or a memorandum of agreement from the entity(ies).

### SECTION IV. ACTIVITIES AND TIMELINE (15 Points)

Explain in detail the timeline and activities necessary to complete your project. **PLEASE BE VERY SPECIFIC.** This section will allow reviewers to determine your understanding of the steps necessary to complete a project successfully.

### SECTION V. PUBLICITY (10 Points)

Describe the methods you will use to market and publicize the program in your community.

\*Each grantee will be required to send at least one letter or email describing your federally funded project to a local Congressman. A copy of this letter will be required with your final report.

SECTION VI. BUDGET STATEMENT (15 Points)

(Please round up or down rather than adding the odd cents in a number.)

EXPENSE OBJECT LINE-ITEM CATEGORY	AMOUNT	LSTA FUNDS REQUESTED
CONTRACTUAL SALARIES		
PROFESSIONAL FEE		
SUPPLIES		
BOOKS		
LIBRARY MATERIALS		
NON-PRINT MATERIALS		
POSTAGE & SHIPPING		
EQUIPMENT		
COMPUTER HARDWARE		
SOFTWARE		
WORKSTATIONS		
PRINTING AND PUBLICATIONS		
TRAVEL		
OTHER (Please list)		
TOTAL		

SIGNATURE \_\_\_\_\_

Library Director

DATE \_\_\_\_\_

## SECTION VII. BUDGET NARRATIVE (10 Points)

Describe in detail the specific planned expenditures in each of the categories for which money was requested in the Budget Statement. Include specific information concerning pieces of equipment, types of supplies, categories of library materials, anticipated or probable vendors, etc.

## SECTION VIII. OUTCOMES (15 Points)

Outcome Based Evaluation is the process of evaluating your project for a change in the attitudes, knowledge, skills, behavior or condition of your target population

- How will you measure the success of your program?
- What type of data will you collect, and when will it be collected to prove the success of your program?
- What change will have taken place in your community because of your program?

Example: After our program seniors will be able to use the Internet confidentially by retrieving information from the web as well as sending and receiving email with friends and family in order to communicate more effectively with an increasingly computer dependent society.

The success of this program will be indicated in post program tests. Ten percent of the seniors who participate in our program will be able to locate a variety of sources in the first 10 minutes of a simple web search, and 15% of the seniors who participate in the program will set up email accounts and use them to communicate with friends and family one a week or more.

## SECTION IX. FUTURE PLANS (10 Points)

Describe your future plans for this project.

- Will this project be continued?
- If so, how will it continue to be funded?
- If additional personnel are employed for this project, how will the library continue to fund the positions?

SECTION X. PREVIOUS LSTA DIRECT SERVICE GRANTS

Has the library received an LSTA Direct Service Grant in the past 3 years?

YES \_\_\_\_\_ NO \_\_\_\_\_ (If no, 10 points will be added to your overall score.)

SECTION XI. GRANT WORKSHOP

Did you attend either of the two Grant Writing/ Reporting Workshops offered by the Tennessee State Library and Archives?

YES \_\_\_\_\_ NO \_\_\_\_\_ If so, which one and what did you find the most helpful?

(If Yes, 10 points will be added to your overall score.)